

UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE

RICHARD A. HOUCK, JR.
CHIEF UNITED STATES PROBATION OFFICER

SUITE 2800
UNITED STATES COURTHOUSE
WASHINGTON, DC 20001-2866
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May 2, 1997

JOB OPPORTUNITY

Announcement Number: 97-DC-09

Opening Date: May 2, 1997

Closing Date: Open until filled-Not to exceed May 30, 1997

POSITION TITLE: MANAGEMENT ANALYST

SALARY RANGE: CL 28 (\$36,737 to \$59,744) Depending on qualifications.

POSITION LOCATION: Washington, D.C.

**POSITION STATUS: TEMPORARY INDEFINITE-NTE ONE YEAR, ONE DAY
MORE THAN ONE POSITION MAY BE AVAILABLE**

The incumbent will serve in a managerial support capacity, and must understand the basic policies of the United States Probation Office for the District of Columbia.

REPRESENTATIVE DUTIES

Develops operating guidelines to implement procedures, methods, and other work related changes, as required.

Establishes internal operating policies and procedures to meet the goals of the Probation Office.

Develops short and long range strategic improvement plans for the office, ensuring that changes can be implemented with minimal disruption to staff and workflow during the change process.

Prepares statistical summaries, reports, and data for internal use, as well as for Judicial Officers, the Administrative Office, and other agencies.

Analyzes and interprets legislation, via Lexis/Westlaw, Administrative Office directives, court rules, and orders of the Chief Judge affecting the work of the U.S. Probation Office.

Conducts work measurement and work productivity studies; gathers data for analysis, writes reports and recommendations summarizing findings.

Participates in the planning, development, installation and maintenance of procurement, financial, and human resource functions within the office.

Acts as consultant to senior management in the formulation, implementation, and assessment of office practices, policies, and procedures.

Participates in developing methods of coordinating the work of the Probation Office with other governmental agencies and Court units, such as the U.S. Attorney's Office, the U.S. Marshal's Office, and the Pre-trial Services Office.

Initiates contact with, replies to, and seeks information from other court and governmental agencies to identify existing operating procedures

Coordinate and prepare documentation for presentations and meetings for the chief and other members of senior management.

Performs other duties, as assigned.

JOB REQUIREMENTS/QUALIFICATIONS

The incumbent is required to have three to five years experience in administration and project management, with the ability to function in a fast-paced, detailed, multi-task environment. Qualifications include: thorough knowledge of Microsoft Office, Windows 95, Lexis/Westlaw applications, database applications (Lotus Access), spreadsheets (Lotus Excel), Lotus Organizer, cc: Mail, and other windows based software, as required. Strong written and verbal skills, including typing, grammar, punctuation, proofreading, and editing, are essential. The incumbent must be enthusiastic, have initiative, and be able to maintain a high level of professionalism and confidentiality. Attention to detail is essential to this position.

REQUIRED EDUCATION/EXPERIENCE

Three years specialized experience, including at least one year equivalent to work at the CL-27/GS Grade 11 level for entry level. For placement at salary levels above minimum up to and including step 25, (considering competitive factors and an evaluation of quality of experience), at least two years specialized experience equivalent to work at CL-27/GS Grade 11 level.

EDUCATIONAL SUBSTITUTIONS

Educational Substitutions include: completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience.

- An overall 'B' grade point average equaling 2.90 or better of a possible 4.0. Standing in the upper third of the class.

- A 'B+' (3.5) average or better in the major field of study, such as business or public administration.
- Election to membership in Phi Beta Kappa, Signa XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.
- Completion of one academic year (30 semester or 45 quarter hours) of graduate education in a field of study closely related to the position qualifies at the CL-25, Step 1. [CL-25, Step 1, equates to one year of specialized experience equivalent to work at CL-23 level.]
- Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position may be considered qualifying for CL-27, Step 1. [CL-27, Step 1, equates to two years specialized experience including at least one year equivalent to work at CL-25]

EMPLOYEE BENEFITS

Full-time temporary employees of the United States Probation Office are eligible for retirement benefits, and accrue 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Columbia currently offers a flexible work schedule program, a physical fitness program, MetroChek public transportation vouchers, a community service volunteer program, as well as an annual employee awards program.

A background investigation is required for employment with the United States Probation Office for the District of Columbia.

A complete position description is posted in the United States Probation Office for the District of Columbia. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the District of Columbia.

Applicants should submit a cover letter, SF-171, and writing sample to:

**Mr. Richard A. Houck, Jr., Chief
United States Probation Officer.
333 Constitution Ave. NW Room 2800
Washington, DC 20001-2866
Reference Announcement # 97-DC-09**

Applications must be postmarked by the closing date for consideration.